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## ARSHDEEP SINGH

To devote my capabilities and hard work dedication towards my profession and be a key player in challenging and creative environment. I want to work with new ideas and to give my best to achieve the objectives of the organization, gain knowledge and reach new height of success.

#1021, Sec-51-B Dayal Bagh Society,  
CHANDIGARH

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D.O.B:- 25 June, 1988

## WORK EXPERIENCE

- Presently working as **Account Assistant** in Mahindra & Mahindra Ltd. Swaraj Division.  
**Department – International Operations – Farm Division (Third Party role)**

### Key Responsibilities:-

- Handling pre-shipment/ post shipment documents
- Check Letter of credit.
- Export Sales orders through SAP.
- SOP provided for billing team
- Expense Tracking & Analysis
- Handling EDPMS / Duty drawback / GR releasing cases.
- Automization of Export documentation through SAP with help of Development Team.
- Vendor Management.
- Prepare & submission of MIS reports as required by stakeholders.
- Debtors management - Credit received against sales.
- Maintain BRC data from DGFT site for applying MEIS License.
- Checking of Freight Invoices, B/L, Shipping Bill before final submission.
- Product Price checking & maintain records for Audit Compliance.

- Worked as **Assistant Accountant** in Indiana Track Engineers from 11.04.2017 To 21.10.2017.

### Key Responsibilities :-

- Preparation & submission of Bank Guarantee's & other documents to Government agencies and responding & resolving the various queries
- Maintain Stock registers
- Help in Organizing government Inspections
- Booking Sales & Purchase Bills
- Bank reconciliation
- Prepare C form
- Maintain GST data & Filing of GST Return.

- Worked as **Assistant Accountant** in J.J. Engineers and Fabricators from 04-04-2015 To 10.04.2017.

#### **Key Responsibilities :-**

- Daily Sales updates
- Booking Sales & Purchase Bills
- Payroll Processing.
- Bank reconciliation
- Booking of Payments & receipts
- Daily cash handling
- Punch daily expense Vouchers
- Maintain Excise data
- creation of BOM in Tally ERP 9

#### **EDUCATIONAL QUALIFICATIONS**

YEAR	COURSE	INSTITUTE	UNIVERSITY/ BOARD
2014-2015	French Certificate course	Dept. of French and francophone Studies	Panjab University
2011-2012	B.Com	Department of Evening Studies, P.U.	Panjab University
2006	Senior Secondary Examination	Sant Ishar Singh Sr.Sec.School, Mohali.	P.S.B.E
2005	Secondary Examination	Shivalik Public School, Chandigarh.	C.B.S.E

#### **SKILL**

- Proficient in accessing SAP &Tally ERP
- Proficiency in MS office & Spreadsheets.
- Ambitious & Mindful
- Adaptable & Agile
- Audit Coordination
- Expense Reporting
- Proven ability to work efficiently in both independent and teamwork environments
- Bank Reconciliation
- Cash handling
- Stock maintain
- Maintaining Receipts & Payments
- Testing of new project

#### **COMPUTER PROFICIENCY**

- 15 months Course from (ICA) The Institute of Computer Accountants, Chandigarh.
- Tally 0.9 from DOEACC society, Chandigarh.
- Certified course in Basic Computers from Punjab University, Chandigarh.

## **ACHIEVEMENTS**

- Won gold medal in Hockey at Punjab University inter-college tournament.
- Participated in inter-department cricket tournament at Punjab University.

## **HOBBIES**

- To watch Discovery and National Geographic Channel.
- Travelling.

## **EXTRA-CURRICULAR ACTIVITIES**

- Participated in modelling competition in rose festival at Punjab University, Chandigarh.
- Made various presentations like (A.I.) Artificial Intelligence.